




**STATE OF TENNESSEE
DEPARTMENT OF FINANCE AND ADMINISTRATION
DIVISION OF MENTAL RETARDATION SERVICES
ANDREW JACKSON BUILDING, 15TH FLOOR
500 DEADERICK STREET
NASHVILLE, TENNESSEE 37243**

September 6, 2005

MEMORANDUM

TO: Residential Agency Directors

FROM: Stephen H. Norris
Deputy Commissioner 

SUBJECT: Special Needs Adjustment Clarification

As you know, in January 2005 agencies providing residential habilitation, medical residential, and supported living justified to the Division of Mental Retardation Services (DMRS) the need for an annual special needs adjustment for individuals meeting certain criteria.

The annual add-on rates need to be explained to the ISC during each person's ISP planning process. These annual adjustments were meant to be for a person's ISP year. Please communicate your initial request and continuation to the ISC, so it can be continued as the person's ISP date begins. If there is no justification, it will end with the new ISP date.

As you are aware, the reasons for the annual adjustment may include: need for 3 person lift, pica, elopement risk, use CPAP machine, MR offender, those living in live-in companion model homes, but meet criteria for higher funding level than Level of Need 2.

If you have any questions, please contact Brian Dion at 615-532-5756 or Roger Bailey at 615-532-6648.

SHN/bdc

Cc: Regional Directors
Regional Administrative Directors
Plan Review Coordinators
Roger Bailey, DMRS
Donna Allen, DMRS
Brian Dion, DMRS